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20728

FILE/TITLE/NUMBER/VOLUME:

ANSWER

INCLUSIVE DATES: 10 July 1951 - 9 Feb 1972

CUSTODIAL UNIT/LOCATION: PP

ROOM: 5E/3

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33635

14-00000

Personnel Actions

After

Assessment

SECRET

(When Filled In)

REQUEST FOR PERSONNEL ACTION						DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)				11 SEPTEMBER 1963	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT						4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 09 15 63	
6. FUNDS			V TO V	V TO CF	CF TO V	CF TO CF	
8. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 3						10. LOCATION OF OFFICIAL STATION [Redacted]	
11. POSITION TITLE OPS OFFICER						12. POSITION NUMBER 418	
14. CLASSIFICATION SCHEDULE (GS, LS, etc.) GS			15. OCCUPATIONAL SERIES 0136.01	16. GRADE AND STEP 12	17. SALARY OR RATE 9290 ✓		
18. REMARKS FROM: DDP/NH/ [Redacted]							
Recorded by CSPD <i>Lhu</i>							
19. OFFICE CODING C/WHPERS			DATE SIGNED 7/18/63	19A. SIGNATURE OF OFFICER	DATE SIGNED 13 Sep 63		
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING	22. STATION CODE	23. INTELLIG. CODE	24. INTELLIG. DATE OF BIRTH	25. DATE OF GRADY	26. DATE OF LEI
37	10	C/WHPERS		3	MO. DA. YE.	MO. DA. YE.	MO. DA. YE.
20. RITE EXPIRES MO. DA. YE.		21. SPECIAL REFERENCE	22. RETIREMENT DATA CODE	23. SEPARATION DATA CODE	24. CORRECTION/CANCELLATION DATA CODE	25. EOD DATA	
37 10 63		1 - CSC 2 - FICA 3 - NONE	1 - GS 2 - LS 3 - CS 4 - GS/LS 5 - NONE	3	1 - 04 2 - 04 3 - 04 4 - 04 5 - 04		
26. VET. PREFERENCE CODE	27. SERV. COMM. DATE MO. DA. YE.	28. LONG. COMM. DATE MO. DA. YE.	29. CAREER CAPABILITY CODE PROF/TEMP	30. FEELT / HEALTH INSURANCE CODE 0 - NEVER 1 - YES	31. HEALTH INSUR. CODE 0 - NEVER 1 - YES	32. SOCIAL SECURITY NO.	
0 - NO 1 - 5 yrs. 2 - 10 yrs.							
33. PREVIOUS GOVERNMENT SERVICE DATA CODE		34. LEAVE PAY CODE	35. FEDERAL TAX DATA CODE	36. STATE TAX DATA CODE			
0 - NO PREVIOUS SERVICE 1 - NO SERVICE IN SERVICE 2 - SERVICE IN SERVICE (LESS THAN 3 YRS) 3 - SERVICE IN SERVICE (MORE THAN 3 YRS)		1 - YES 2 - NO	1 - YES 2 - NO	1 - YES 2 - NO			
49. POSITION CONTROL CERTIFICATION [Redacted] 29/18/63				AS. O.P. APPROVAL		DATE APPROVED 13 Sep 63	

SECRET

(When Filled In)

7/13

REQUEST FOR PERSONNEL ACTION				DATE PREPARED				
1. SERIAL NUMBER		2. NAME (Last-First-Middle)		17 JULY 1963				
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 06 09 63				
5. FUNDS		V TO V	V TO CP	6. CATEGORY OF EMPLOYMENT REGULAR				
		CP TO V	XX	7. COST CENTER NO. CHARGED ABLE 4135-5700-1000				
8. ORGANIZATIONAL DESIGNATIONS DDP WH BRANCH 3				10. LOCATION OF OFFICER'S STATION DDP WH				
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 400	13. CAREER SERVICE DESIGNATION D			
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)		15. OCCUPATIONAL SERIES GS 0	16. GRADE AND STEP 0136.01 12 - 1	17. SALARY OR RATE 875 8790				
18. REMARKS FROM: DDP/FE <i>Tray 27</i> 1 COPY TO FINANCE DIVISION AND OFFICE OF SECURITY Recorded by CSPD EJP								
<i>C/WH/PERS</i> <i>7/18/63</i>			19. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>AA</i> <i>23 July 63</i>					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL								
20. ACTION CODE 37 10	20. EMPLOYEE CODE 64700	21. OFFICE SCORING WH	22. STATION CODE 45015	23. FIRST OFFICE CODE 3	24. BIRTH DATE MO. DA. YE. NO. 04 63	25. DATE OF BIRTH MO. DA. YE. NO. 04 63	26. DATE OF DEATH MO. DA. YE. NO. 04 63	27. DATE OF LEI MO. DA. YE. NO. 04 63
28. RIF EXPIRES 1	29. SPEC. A. REFERENCE Y	30. RETIREMENT DATA 1 - CSC 3 - FICA 5 - AGAW	31. SEPARATION DATA CODE TYPE	32. CANCELLATION DATA TYPE EOD DATA	33. SECURITY REG. NO. NO. 04 63	34. SEX M	35. SOCIAL SECURITY NO. NO. 04 63	
36. VET. PREFERENCE 0 - NONE 1 - 3 BY 2 - 10 AF	37. DEP. COMP. DATE MO. DA. YE. NO. 04 63	38. LEAVE COMP. DATE MO. DA. YE. NO. 04 63	39. CAREER CATEGORY CODE 1 - CAREER 2 - PROV/FIND	40. FEDEX / HEALTH INSURANCE CODE 1 - YES 2 - NO	41. HEALTH INS. CODE 1 - YES 2 - NO	42. STATE TAX DATA CODE 1 - NO 2 - YES	43. STATE TAX DATA CODE 1 - NO 2 - YES	
44. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - ED 6000 OR GREATER 2 - BREAK IN SERVICE (LESS THAN 3 yrs) 3 - BREAK IN SERVICE (MORE THAN 3 yrs)	45. PAY DATE CODE NOV 20 63	46. FEDERAL TAX DATA CODE 1 - YES 2 - NO	47. STATE TAX DATA CODE 1 - YES 2 - NO	48. O.P. APPROVAL 07/25/63	49. DATE APPROVED 27 July 63			

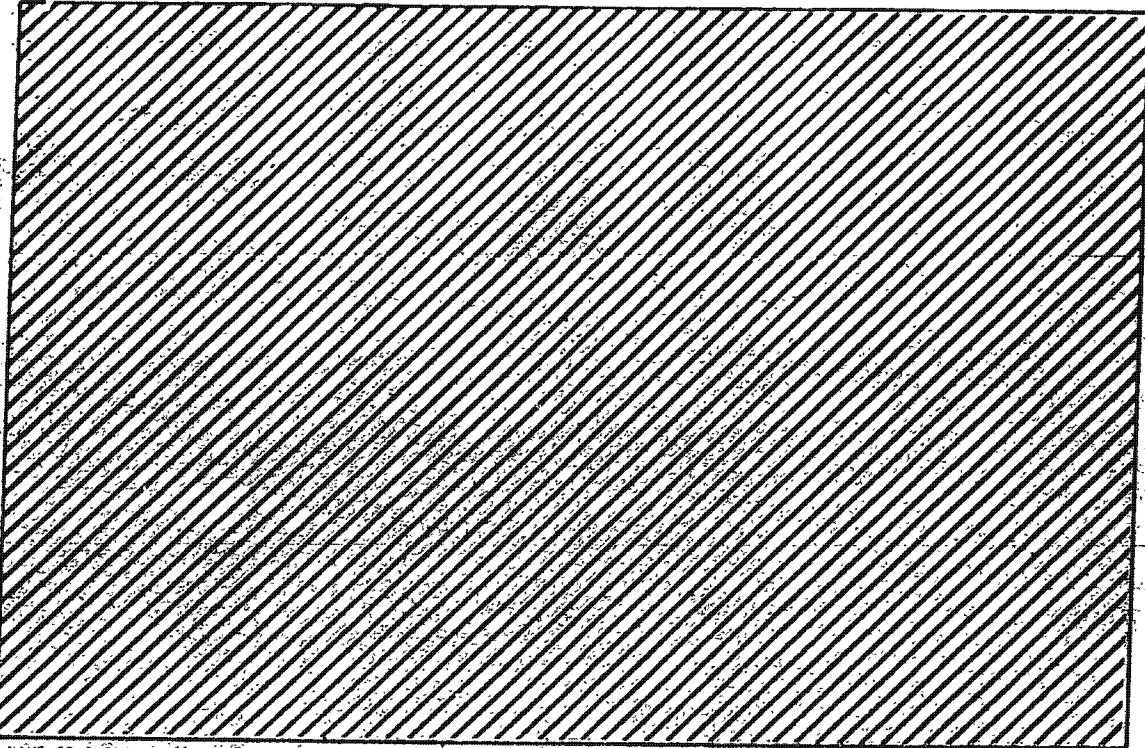
SECRET

143

go home

JW

SECRET
(When Filled In)



NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
[Redacted]	Wife - Gertrude	G3-097

There is on file in the Benefits and Counseling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on 23 Nov 62. *ruptured aneurysm*

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE 3 MAY 1963	SIGNATURE OF BSO REPRESENTATIVE <i>B. Detolice</i>
---------------------------------	---

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

14-00000

Personnel Actions
prior to
Assessment

SECRET**REPRODUCTION MASTERS****BIOGRAPHIC PROFILE****SECRET****Handle With Care**

CONFIDENTIAL
 (When Filled In)

NOTICE OF CREDITABLE SERVICE
 [FOR LEAVE PURPOSES]

PREPARE IN ORIGINAL FROM STANDARD FORM NO. 144 AND FORWARD TO FINANCE OFFICE.

NAME (Last First, Middle)

OFFICE (and Division)

John L. Bischoff

POSITION

PO 1st Lt

OR 4b

(P)

DDP/WH

SERVICE COMPUTATION DATE:

26 Dec 1948

2 March 1983

SIGNATURE DATE

JOHN L. BISCHOPP, Chief/SCAPS

CHIEF TRANSACTIONS AND REVENUE BRANCH

**FORM NO. 144
1 MAR 54 37-157**

CONFIDENTIAL

144

14-00000

ORIGINAL Biographical Profile

(sanitized version in file)

14-00000

Personnel Actions Affected
Assessment

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI
MEMORANDUM DATED 1 AUGUST 1956; SALARY IS ADJUSTED AS FOLLOWS,
EFFECTIVE 5 JANUARY 1964.

NAME	SERIAL	ORGN FUNDS	GR-ST	OLD SALARY	NEW SALARY
		91 700	CF GS 12 3	\$10,105	\$10,640

POSTED ON
OF-4B

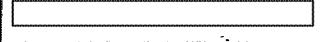
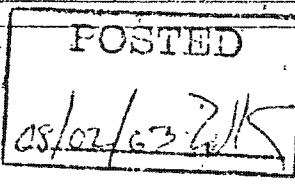
B.J.W. 1960

13
DLS: KX SEPT 63SECRET
(When Filled In)

OCB		NOTIFICATION OF PERSONNEL ACTION									
1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE)										
3. NATURE OF PERSONNEL ACTION											
REASSIGNMENT											
4. EFFECTIVE DATE	5. CATEGORY OF EMPLOYMENT										
NO. DA YR	REGULAR										
09 15 63											
6. FUNDS	V TO V		V TO CP		7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY					
	X		X		4135 5700 1000	50 USC 403 J					
9. ORGANIZATIONAL DESIGNATIONS											
DDP/WH											
STATION											
11. POSITION-TITLE				12. POSITION NUMBER				13. SERVICE DESIGNATION			
OPS OFFICER				0418				D			
14. CLASSIFICATION SCHEDULE (GS, LS, etc.)			15. OCCUPATIONAL SERIES			16. GRADE AND STEP			17. SALARY OR RATE		
GS			0136.01			12 2			9790		
18. REMARKS											
POSTED ON 09/24/63 JK											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGEE CODE	24. HIRE, 25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LES			
37	10	51400 WH		45075	3	NO. DA YR	NO. DA YR	NO. DA YR			
28. HIRE EXPIRES		29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	33. SECURITY REG. NO.		34. SEX		
NO. DA YR			1. CSC	CODE	XXXX	NO. DA YR					
35. VET PREFERENCE		36. SERV. COMP. DATE	37. LONG COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO					
CODE	0 - NONE 1 - O.P.T. 2 - 10 PT	NO. DA YR	NO. DA YR	CAN. RESV. CODE PROV. TEMP	CODE	CODE	0 - WAIVER 1 - YES	HEALTH INS. CODE			
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT.	43. FEDERAL TAX DATA			44. STATE TAX DATA			
CODE	0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)			CODE	FORM EXECUTED	CODE	NO. TAX EXEMPTIONS	FORM EXECUTED	CODE	NO. TAX EXEMPTIONS	STATE CODE
1 - YES 2 - NO								1 - YES 2 - NO			
SIGNATURE OR OTHER AUTHENTICATION											
POSTED 09/24/63 JK											

SECRET
(When Filled In)

MHC: 31 JULY 63

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER	2. NAME (LAST FIRST MIDDLE) 										
3. NATURE OF PERSONNEL ACTION REASSIGNMENT											
4. FUNDS ➡ EF TO V X EF TO C				5. EFFECTIVE DATE NO 06 09 63		6. CATEGORY OF EMPLOYMENT REGULAR					
7. WSI CENTER NO. CHARGEABLE 4135 5700 1000				8. CSC OR OTHER LEGAL AUTHORITY 50 USC 403 J							
9. ORGANIZATIONAL DESIGNATIONS DDP WH 				10. LOCATION OF OFFICIAL STATION 							
11. POSITION TITLE OPS OFFICER				12. POSITION NUMBER 0400		13. SERVICE DESIGNATION D					
14. CLASSIFICATION SCHEDULE (SS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01		16. GRADE AND STEP 12 2		17. SALARY OR RATE 9790					
18. REMARKS 											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	22. STATION CODE	23. INTEGRIE CODE	24. MORIN CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR			
37	10	64700	W7	45075	3						
28. RTE EXPIRES MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	33. SECURITY REQ NO.	34. SEX					
		1 - CSC 2 - FICA 3 - NONE		NO DA YR							
35. VET. PREFERENCE CODE	36. SERV. COMP. DATE MO DA YR	37. LONG. COMP. DATE MO DA YR	38. CAREER CATEGORY CODE	39. FEGL / HEALTH INSURANCE CODE	40. SOCIAL SECURITY NO						
0 - LONG 1 - 6 PT 2 - 10 PT				0 - WAIVER 1 - YES							
41. PREVIOUS GOVERNMENT SERVICE DATA CODE			42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO	44. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO						
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE LESS THAN 3 YRS 3 - BREAK IN SERVICE MORE THAN 3 YRS											
SIGNATURE OR OTHER AUTHENTICATION 											
 as/for/g3 215											

A. Fitness Reports covering Period officer

Assessment

B. Personnel Actions for Period Officer

T

Assessment

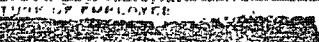
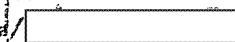
SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER											
SECTION A				GENERAL											
1. NAME (Last) <i>[Redacted]</i> (First) <i>[Redacted]</i> (Middle) <i>[Redacted]</i>		2. DATE OF BIRTH <i>[Redacted]</i>		3. SEX <i>M</i>	4. GRADE <i>GS-12</i> 5. SD <i>D</i>										
6. OFFICIAL POSITION TITLE <i>Ops Officer</i>		7. OFF/CIV-DR OF ASSIGNMENT <i>DDP/WH/4</i>		8. CURRENT STATION <i>[Redacted]</i>											
9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> GS-PROMOTE <input type="checkbox"/> TEMPORARY <small>CAREER-PROVISIONAL (See Instructions - Section C)</small> <input type="checkbox"/> SPECIAL (Specify): <i>[Redacted]</i>				10. CHECK (X) TYPE OF REPORT <input type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR <small>REASSIGNMENT EMPLOYEE</small> <input type="checkbox"/> SPECIAL (Specify): <i>[Redacted]</i>											
11. DATE REPORT DUE IN O.P. <i>December 1964</i>		12. REPORTING PERIOD (From To) <i>1 Jan 1964 - 22 November 1964</i>													
SECTION B PERFORMANCE EVALUATION															
<table border="0"> <tr> <td>W - Weak</td> <td>Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</td> </tr> <tr> <td>A - Adequate</td> <td>Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</td> </tr> <tr> <td>P - Proficient</td> <td>Performance is more than satisfactory. Desired results are being produced in a proficient manner.</td> </tr> <tr> <td>S - Strong</td> <td>Performance is characterized by exceptional proficiency.</td> </tr> <tr> <td>O - Outstanding</td> <td>Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</td> </tr> </table>						W - Weak	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.	A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.	P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.	S - Strong	Performance is characterized by exceptional proficiency.	O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.
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A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.														
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.														
S - Strong	Performance is characterized by exceptional proficiency.														
O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.														
SPECIFIC DUTIES															
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).</p>															
SPECIFIC DUTY NO. 1		RATING LETTER <i>P</i>													
Case Officer for Soviet access agents.															
SPECIFIC DUTY NO. 2		RATING LETTER <i>S</i>													
Analyst work, preparing Soviet personality reports.															
SPECIFIC DUTY NO. 3		RATING LETTER <i>O</i>													
Transcription into English of Russian technical product, and preparation of interpretative renditions of same when necessary.															
SPECIFIC DUTY NO. 4		RATING LETTER <i>L</i>													
SPECIFIC DUTY NO. 5		RATING LETTER <i>N</i>													
SPECIFIC DUTY NO. 6		RATING LETTER <i>S</i>													
<i>REGISTERED</i> <i>7 JAN 1965</i>															
OVERALL PERFORMANCE IN CURRENT POSITION															
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperation, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p>															
7 JAN 1965		RATING LETTER <i>S</i>													

SECRET

(When Filled In)

SECTION C		NARRATIVE COMMENTS
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. <u>Handicaps</u> of performance of managerial or supervisory duties must be described, if applicable. As explained in the previous fitness report, Subject was assigned to the Station for the purpose of taking charge of the Station's joint telephone tap center, a position for which he was and is eminently qualified by reason of extensive experience and outstanding language qualifications. However, this position did not materialize because of circumstances beyond the control of Subject and the Station.</p>		
<p>It was therefore subsequently decided to train Subject locally, and have him gradually assume case officer and analyst responsibilities in certain simpler aspects of the Station's Soviet program.</p>		
<p>Given the circumstances that Subject had not had prior case officer or analytical experience (or even any substantial past exposure to operations to give him vicarious experience) he progressed more than adequately in absorbing the training offered, in assuming responsibility for two Soviet operations and in the preparation of analytical studies on the Soviet complement. Given the further circumstances that the Station did not have the time to train him more than superficially, and that the operations he handled were basically uncomplicated, it must be stated that Subject cannot now be considered to be a case officer.</p>		
<p>This conscientious and intelligent officer has high interest and enthusiasm for operations, but it is believed that his forte and future lies in the management of technical operations. This has been recognized also by Headquarters in the assignment presently planned for him.</p>		
<p>As a staff agent [redacted] he and his family adapted themselves remarkably well to the [redacted] situation and to all other environmental factors.</p>		
SECTION D		
CERTIFICATION AND COMMENTS		
<p>1. BY EMPLOYEE</p> <p>I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT</p>		
DATE	SIGNATURE OF EMPLOYEE	
23 November 1964		
<p>2. BY SUPERVISOR</p> <p>MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION</p> <p>IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION</p>		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
23 November 1964	Ops Officer	
<p>3. BY REVIEWING OFFICIAL</p> <p>COMMENTS OF REVIEWING OFFICIAL</p>		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 November 1964	COS	s/ Winston K. Scott

SECRET

SECRET

(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER [Redacted]
SECTION A		GENERAL		
1. NAME [Redacted]	2. (Last) [Redacted]	3. (First) [Redacted]	4. (Middle) [Redacted]	5. DATE OF BIRTH 6 Jan 1912
6. OFFICIAL POSITION TITLE Operations Officer		7. SEX M	8. GRADE GS-12	9. SD D
10. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):		11. DATE REPORT DUE IN O.P. 28 February 1964		
12. OFF/DIV/BR OF ASSIGNMENT DOP BH		13. CURRENT STATION [Redacted]	14. CHECK (X) TYPE OF REPORT INITIAL XX ANNUAL SPECIAL (Specify):	
15. REPORTING PERIOD (From- To) 6 August 1963 - 31 December 1963				
SECTION B PERFORMANCE EVALUATION				
W - Weak	Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.			
A - Adequate	Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.			
P - Proficient	Performance is more than satisfactory. Desired results are being produced in a proficient manner.			
S - Strong	Performance is characterized by exceptional proficiency.			
O - Outstanding	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.			
SPECIFIC DUTIES				
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).				
SPECIFIC DUTY NO. 1 Translation of Russian and Spanish materials.				RATING LETTER S
SPECIFIC DUTY NO. 2				RATING LETTER
SPECIFIC DUTY NO. 3				RATING LETTER
SPECIFIC DUTY NO. 4				RATING LETTER
SPECIFIC DUTY NO. 5				RATING LETTER
SPECIFIC DUTY NO. 6				RATING LETTER [Redacted] 14 FEB 1964
OVERALL PERFORMANCE IN CURRENT POSITION				
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and potential limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.				
14 FEB 1964				RATING LETTER S

SECRET

(Form Filled In)

SECTION C	NARRATIVE COMMENTS	OFFICE OF OPS
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.</p> <p style="text-align: right;">26 PM 26</p>		
<p>From the time of Subject's arrival in Mexico and through December 1963, he was utilized principally in translation work and was held on tap for the position of heading up the Station's joint telephone tap center. Circumstances beyond the control of the Station and Subject are responsible for the fact that the incumbent in charge of the center will continue these duties and Subject will be given other responsibilities.</p> <p>Primarily, Subject will be trained to handle analyst and case officer responsibilities in the Soviet field. The level and range of the responsibilities will depend on the progress Subject makes in handling these duties in a manner satisfactory to the Station.</p> <p>Subject is most conscientious and effective in every assignment given him to date, and the Station is extremely pleased to have him available as an outside Station asset. He is enthusiastic about all his work, including certain part-time routine and arduous duties, and he looks forward with confidence to the prospect of becoming a case officer. Although it is premature to state positively that Subject will succeed as a case officer, the supervisor believes that Subject will undoubtedly progress adequately.</p> <p>Subject and his family have acclimated themselves excellently to the situation, faster than most of the Station's other staff agents, and certainly with fewer problems and requests for guidance from the Station's staff.</p>		
SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 29 January 1964	SIGNATURE OF EMPLOYEE	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYER, GIVE EXPLANATION	
DATE 29 January 1964	OFFICIAL TITLE OF SUPERVISOR Operations Officer	TYPED OR PRINTED NAME AND SIGNATURE /S/
3.	BY REVIEWING OFFICIAL	
COMMENTS OF REVIEWING OFFICIAL		
DATE 29 January 1964	OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE /S/

SECRET

Pre 1961
and other personnel
fitness Reports
documents